

**CITY AND COUNTY OF HONOLULU  
NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES**

The City and County of Honolulu anticipates the need for professional services for the fiscal year 2010-2011. Pursuant to Section 103D-304 of the Hawaii Revised Statutes, persons engaged in providing services in the following general categories are invited to submit current Statement of Qualifications.

**FOR THE DEPARTMENT OF DESIGN AND CONSTRUCTION (\* indicates State of Hawaii Professional License requirement):**

1. **ARCHAEOLOGY** (investigations, mitigation plans, monitoring, etc.)
2. **ARCHITECTURE\***
  - a. Planning and Design -master plans, offices, corporation yards, comfort stations, community centers, residential/group home/shelter, fire/police stations, laboratory facilities, operations center, passive/active parks, recreational facilities, golf courses, zoo facilities, maintenance facilities, lifeguard towers, ADA (American Disabilities Act) improvements, LEED (Leadership in Energy and Environmental Design) certified structures, etc.
  - b. Construction Management (Architecture) - buildings, offices, corporation yards, comfort stations, community centers, residential/group home/shelter, fire/police stations, laboratory facilities, operations center, passive/active parks, recreational facilities, golf courses, zoo facilities, maintenance facilities, lifeguard towers, etc.
3. **COMMUNITY PLANNING**
  - a. Planning - Community plans, master plans, site assessment and selection, feasibility studies and analysis, land use and urban design plans, environmental documents, land use permit processing, regulation studies, code development.
  - b. Transit-oriented development neighborhood plans
  - c. Bus route structuring, master grading plan, master utility plans, fire protection, etc.
4. **ELECTRICAL ENGINEERING\***
  - a. Planning and Design - street lighting, park indoor and outdoor lighting, facilities power/lighting, traffic signal technology, fire alarm systems, back-up power systems, wastewater plant controls and automation, SCADA, renewable energy projects, etc.
  - b. Construction Management (Electrical) - street lighting, park indoor and outdoor lighting, facilities power/lighting, traffic signal technology, fire alarm systems, back-up power systems, wastewater plant controls and automation, SCADA, renewable energy projects, etc.
  - c. Energy Services –energy audits and studies, performance contracting, workshops, commissioning and retro-commissioning, etc.
  - d. LEED (Leadership in Energy and Environmental Design) commissioning
5. **ENVIRONMENTAL ENGINEERING**
  - a. Environmental Engineering - air quality studies; water quality studies; water quality modeling; oceanography, ocean studies including temperature, currents, dilution, etc.; energy, energy audits and conservation, NPDES permitting; manuals, guidelines and plans; water quality sampling and testing; waste load allocation, etc.
  - b. Environmental Planning Services (such as Phase 1 and 2 site assessment)
  - c. Hazardous Materials Investigation, Testing and Abatement, Facility closure and clean-up (dust, mold, heavy metals, asbestos, contaminated soil mitigation, etc.)
6. **GENERAL ENGINEERING**
  - a. Project management – project oversight, project coordination, contracting, administrative processing, public meetings, services during bidding and construction, etc.
  - b. Program management – develop, plan, and manage comprehensive capital improvement program for large infrastructure systems [including wastewater collection and treatment facilities, and storm water facilities], long-range planning for municipal facilities [including wastewater facilities and storm water facilities], project cost estimating and financial planning, project tracking, project scheduling, process development, etc.
7. **HORTICULTURE**

- a. Arborist - investigations, consultations, surveys, etc. (must have current certification with the International Society of Arboriculture (ISA) or with the American Society of Consulting Arborist ASCA).
- 8. **INDUSTRIAL HYGIENE**
- 9. **LAND SURVEYING\*** (topographic, boundary, parcel maps, shoreline certifications, etc.).
- 10. **LANDSCAPE ARCHITECTURE\*** (master plans, landscape/ hardscape plans, irrigation, etc.).
- 11. **MECHANICAL ENGINEER\***
  - a. Planning and Design- air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.
  - b. Construction Management (Mechanical) - air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.
  - c. Energy Services – energy audits and studies, performance contracting, workshops, commissioning and retro-commissioning, etc.
  - d. LEED (Leadership in Energy and Environmental Design) commissioning
- 12. **PROFESSIONAL ENGINEERING\***
  - a. ADA Compliance - compliance with regulatory requirements of the Americans with Disabilities Act, site survey and assessments, technical assistance, etc.
  - b. Bridge Engineer – Bridge inspection (Must meet FHWA qualification to include but not limited to providing certifications of training in Safety Inspection of In-Service Bridge by National Highway Institute, underwater inspection and load rating; number of personnel trained and Certified in bridge inspection; and structural engineer who is qualified to do load rating).
  - c. Bridge Engineer – Bridge design rehabilitation, seismic upgrade, and scour monitoring/ inspection/countermeasures experiences.
  - d. Civil - Bus stop site improvements
  - e. Civil - Coastal Engineering (sediment transport, shoreline protection, beach erosion studies, etc.
  - f. Civil - Curb Ramps
  - g. Civil - Earth Slide Mitigation (Must also have geotechnical engineer as prime or subconsultant with recent experience)
  - h. Civil - General (Site improvements, parking, fuel stations, vehicle washing facilities, etc.)
  - i. Civil - Guardrail Improvements
  - j. Civil - Hydraulics (drainage improvements, sewer lines, pipe assessment and rehabilitation, flood control, outfall improvements etc.)
  - k. Civil – Rock Slide (Must also have geotechnical and geologist as prime or subconsultant with recent experience)
  - l. Civil - Sidewalk Improvements
  - m. Civil – Storm water quality improvements, best management practices, training services for storm water quality programs, vehicle wash facilities, including wash facilities for refuse trucks.
  - n. Civil - Transportation (traffic studies, intersection improvements, bikeways and bike paths, traffic control measures, bus bays and pads, bus stops, etc.).
  - o. Construction Management (Civil) - sidewalks, parking lots, curb ramps, play courts, site improvements, drainage improvements, storm water quality improvements, sewer lines, flood control, bikeways, bus bays/pads, roadways, curb ramps, traffic improvements, bridges, retaining walls, highway structure improvements, road improvements, road assessment and rehabilitation, guardrail improvements, bus stop site improvements, CIPP lining, micro tunneling, golf courses, zoo facilities, etc.
  - p. Construction Management (Sanitary Sewer Systems) - sewer systems, waste collection systems, wastewater facilities, force mains
  - q. Construction Management (Sanitary- Waste collection and disposal) – waste collection and disposal systems, solid waste facilities, effluent/ biosolids reuse, landfills, landfill closure, etc.
  - r. Construction Management (Special Inspection) - Deep foundation and/or shallow foundation.
  - s. Geotechnical (Deep and/or shallow foundations, earth movement, slope stability analysis, slide potential, hazard mitigation, etc.).

- t. Roadway - (new roads, road widening, etc.).
  - u. Sanitary (Wastewater Systems) - treatment facilities, pilot and demonstration studies, pre-treatment studies, facility planning, pump stations, forcemains, condition assessments, etc.
  - v. Sanitary (Waste Collection & Disposal) - effluent/biosolids reuse, solid waste facilities, master planning and design; sanitary landfills site selection studies, design, monitoring, and closure; landfill gas control and energy recovery; solid waste energy recovery; solid waste material recovery and recycling; closed landfill closure testing, monitoring and reporting, etc.)
  - w. Street Rehabilitation/ Reconstruction
  - x. Structural - Structures, revetments, foundations/barriers, pole structures, utility structures, recreational facilities, play courts, rigid pavement, piers, local barriers, special inspection, forensics, etc.
  - y. Transportation planning - environmental studies and documentation, etc.
13. **REAL PROPERTY APPRAISAL**

#### GENERAL INFORMATION

Consultants shall express their interest providing services in the various category(ies) in the manner specified under SUBMITTAL REQUIREMENTS.

The selection criteria to be employed, in descending order of importance, are 1) experience and professional qualifications relevant to the project type, 2) past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies, 3) capacity to accomplish the work in the required time, and, when deemed relevant, 4) familiarity with the specific facility/project site and/or prior related projects, or other criteria determined to be relevant or necessary.

Note that services for projects that involve certain types of federal funds are required to be advertised on a project specific basis. Consequently, in the event that this need should arise, a separate notice for services will be published which must be responded to separately, and in the manner specified in the advertisement.

#### SUBMITTAL REQUIREMENTS

All materials submitted which have not been clearly designated as proprietary, shall become the property of the City and subject to public inspection and may be returned only at the City's discretion.

Submittals should be on a compact disc (preferably 1 CD per consultant); in Portable Document Format (PDF) and should be **no larger than 3MB per service category**. Your submittal should include the following:

1. Modified Standard Form 330 (r6/06) for each service category. Copies of the form may be downloaded from the City web site at **[www.honolulu.gov/pur](http://www.honolulu.gov/pur)** or picked up from the Department of Design and Construction at 650 South King Street, 11th Floor, Honolulu, Hawaii 96813. Telephone (808) 768-8441.

Any supplemental information you wish to include related to each project of interest should be incorporated into the submittal. Promotional materials or descriptive literature are not necessary though will be accepted.

If preferred, one submittal may be submitted for multiple categories, however the submittal cannot exceed the 3MB maximum.

2. Completed 2011 Service Category Checklist (one checklist per consultant) indicating the Service Categories for which you wish to be considered. Confirmation of the service categories you have been determined to be interested in and qualified for will be mailed back to you within 2 weeks after the deadline or receipt of your submittal, whichever is later.

3. Transmittal Letter dated and signed by an authorized representative of the firm.

*Submittals (1 compact disc and 1 hardcopy) should be mailed or delivered to:*

Mr. Craig Nishimura, P.E., Director  
Department of Design and Construction  
650 South King Street, 11<sup>th</sup> Floor  
Honolulu, Hawaii 96813

Requests to Re-Use last year's Statement of Qualifications (SOQ) will be accepted for Fiscal Year 2010-2011. Such requests shall be made by completing and submitting the resubmittal form letter provided on the City website, and is to be accompanied by a completed FY 2011 Category Checklist. **Note that requests to re-use will only be accepted if consultant submitted an actual SOQ last year. A consultant may not request to re-use two years in a row.**

#### DEADLINE

No later than **4:30 p.m., Friday July 30, 2010** to receive full consideration for upcoming selections.

#### INTERNET ACCESS

This foregoing information is also available at ([www.honolulu.gov/pur/](http://www.honolulu.gov/pur/)).

Any inquiries regarding the above should be directed to Marcus Rivera at (808) 768-8441 or Sandra Kunioka at (808) 768-8436.

#### **FOR THE DEPARTMENT OF BUDGET AND FISCAL SERVICES (BFS) – REAL PROPERTY ASSESSMENT DIVISION**

##### **SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED, TO THE FOLLOWING:**

1. Real Property Appraisers
2. GS-1550 Computer Science
  - integrated Asset Management Consultants
  - Website Designers
3. GS-808 Architecture
  - Building Cost Estimators.

Inquiries regarding these projects should be directed to Mr. Robin Freitas at (808) 768-7905.

Submittals should be delivered to the Mr. Robin Freitas, Property Technical Officer, Real Property Division, 842 Bethel Street, 2<sup>nd</sup> Floor, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT**.

#### **FOR THE DEPARTMENT OF PARKS AND RECREATION (DPR)**

##### **SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED, TO THE FOLLOWING:**

1. GS-193 Archeology
  - To maintain the artifact collection gathered at Kualoa Regional Park and to respond to any human remains inadvertently discovered.

Inquiries regarding these projects should be directed to Mr. Mark Tsuyemura at (808) 768-3015.

Submittals should be delivered to Mr. Lester Chang, Director of Parks & Recreation, 1000 Uluohia Street, Suite 309, Kapolei, HI 96707, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT**.

**FOR THE DEPARTMENT OF THE MEDICAL EXAMINER (MED)**  
**SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:**

The Department of the Medical Examiner of the City and County of Honolulu anticipates for the fiscal year 2011 the need for professional services that shall include but not limited to the following:

1. GS-414: Forensic Entomology Services.
  - a. Services to include the examination and collection of insect specimens to determine type and maturity of various insects and to analyze succession patterns to determine time of death. Need for educational training and experience necessary to determine the above.
2. GS-401: Laboratory Services.
  - a. To provide selected laboratory services needed by the Department of the Medical Examiner to help determine cause and manner of death.
3. GS-415: Toxicology Services.
  - a. To provide selected toxicology services needed by the Department of the Medical Examiner to help determine cause and manner of death.

All professional services are to be funded by Operating funds. Those that are interested and capable of providing the professional services required shall submit a letter of interest together with statements of qualifications, to Dr. William W. Goodhue, Jr., Acting Chief Medical Examiner, Department of the Medical Examiner, 835 Iwilei Road, Honolulu, Hawaii 96817 (808) 768-3090.

Statements of qualifications should include a description of their firm and related experiences of the principals and staff members with supporting data as it relates to the proposed projects, including but not limited to the following information:

- (1) The name of the firm or person, the principal place of business, and location of all of its offices;
- (2) The age of the firm and its average number of employees over the past five years;
- (3) The education, training, and qualifications of key members of the firm;
- (4) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year; and
- (5) Any promotional or descriptive literature that the firm desires to submit.

**FOR THE HONOLULU FIRE DEPARTMENT (HFD)**  
**SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:**

GS-0401 General Biological Services  
GS-0403 Microbiology  
GS-0405 Pharmacology  
GS-0413 Physiology  
GS-0415 Toxicology  
GS-0601 General Health Science  
GS-0630 Dietician & Nutritionist  
GS-0631 Occupational Therapist

GS-0633 Physical Therapist  
GS-0644 Medical Technologist  
GS-0690 Industrial Hygiene  
GS-0696 Consumer Safety  
GS-0801 General Engineering  
GS-0803 Safety Engineering  
GS-0804 Fire Prevention Engineering  
GS-0806 Materials Engineering  
GS-1701 General Education and Training

Inquiries regarding these projects should be directed to Battalion Chief Roy Murakami at (808) 723-7118.

Submittals should be delivered to the Roy Murakami, Battalion Chief, Administrative Services Bureau, Honolulu Fire Department, City and County of Honolulu, 636 South Street, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT**.

**FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)**  
**SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:**

GS-1550 Computer Science

1. Oracle, Microsoft SQL, IBM DB2 Database Design, Upgrade Planning and Implementation, Database Management, Integration and Application Development.
2. Internet and E-Commerce – Application design, and development.
3. Web Content Management
4. Electronic Document Management System
5. Programming – Mainframe Including COBOL, IMS, CICS, TANSFORM, SAS and others programming services (please specify area of expertise)
6. Web Applications – Design and Development
7. GIS-Geographic Information Systems
8. Workflow Management
9. Asset Management-Integration, Implementation, and Consultant Services
10. Network Support – WAN/LAN/Wireless
11. Infrastructure Support  
Including Infrastructure design and support services, MS server Upgrade and Migration support services, Infrastructure Planning and management
12. Wireless Communications
13. 800MHz Radio Support and Maintenance
14. Telecommunications: Network Engineering and Support
15. MS Exchange/Windows 2000/2003 server and desktop operating systems upgrade planning and

implementation

16. Open Source software engineering and support -Includes: Linux, J2EE, and related software
17. Help Desk - Includes Call Center
18. Information Security and Data Protection - Includes Cyber Security Management, Security Administration Services, Intrusion Protection and Audit tracking services, Internet security management
19. Disaster Recovery Management Services
20. z/OS Consultant Services
21. pSeries Consultant Services
22. AIX/UNIX Consultant Services
23. VOIP Solutions
24. Access Control, Monitoring and Security Systems
25. Lease Administration
26. Telecommunications business development, planning and management
27. Radio Coverage Analysis
28. Microwave Path Analysis and Back Haul methods including Digital Cross-connect Systems (DCS), multiplexers (including channel banks), SONET and Loop Protection Switches.
29. IBM WebSphere Technology
30. Website design and development consulting services
31. SOA/WS design and development consulting services
32. IT Portfolio and Project Management
33. Professional IT Services not listed above (Specify area of expertise)
34. Enterprise Resource Planning
  - a. Integrated Financial Information System acquisition, integration, implementation and project management
  - b. Oracle, Microsoft SQL and IBM B2 database design, upgrade planning and implementation, etc
  - c. IBM WebSphere, Rational and/or Tivoli Technology consulting services
  - d. Asset Management consultant services
  - e. z/OS consultant services
  - f. pSeries consultant services
  - g. AIX/UNIX consultant services
35. Storage Area Networking – Storage, Switch Configuration, and Fabric Network Design
36. IBM Rational Technology

### 37. Enterprise Architecture

#### GS-801 General Engineering

1. Engineering Planning and Design – Architectural/Engineering design, project management or construction management teams for hardened communication facilities.

Note that services for projects that involve certain types of federal funds are required to be advertised on a project specific basis. Consequently, in the event that this need should arise, a separate notice for services will be published which must be responded to separately, and in the manner specified in the advertisement.

Inquiries regarding these projects should be directed to Gordon Bruce at (808) 768-7601 or Stewart Hamasu at (808) 768-7624.

Submittals should be delivered to Mr. Gordon Bruce, Director, Department of Information Technology, City and County of Honolulu, 650 South King Street, 5<sup>th</sup> Floor, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT**.

Electronic Submittals should be e-mailed to (webcsr@honolulu.gov). Additional information may be attached at your discretion. Receipt of the submittal(s) will be confirmed by an e-mail reply back to the sender within two (2) working days.

#### **FOR THE HONOLULU POLICE DEPARTMENT (HPD)**

#### **SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:**

1. GS-0861 Aerospace Engineering
  - Maintenance of police helicopters
  - Recertification of the FAA fly review by McDonnell Douglas Helicopters
2. GS-0855 Electronics Engineering
  - Maintenance of the existing, recently purchased analytical instruments and information management systems utilized in the laboratory
3. GS-0180 Nurse
  - Provide medical services, including mental health, short-term medication management and acute minor medical care and consultation on-site
4. GS-1301 General Physical Science
  - Calibration and/or cleaning of instruments and fume hoods used in the laboratory.
  - Professional maintenance and service of the Bomb Detail's Robot.
  - Professional detailing services for the command and bomb trucks
  - Professional maintenance and service of the night vision goggles
5. GS-0401 General Biological Science
  - Reaccreditation of the DNA laboratory and accreditation of other units by Forensic Quality Sciences, Inc., or the American Society of Crime Laboratory Directors Laboratory Accrediting Board.
  - Private DNA laboratories in conducting DNA analysis not currently done in the laboratory
6. GS-0487 Animal Science
  - Veterinary services for police canines
7. GS-0180 Psychology
  - On-site psychological services for fitness-for-duty evaluations.
  - On-site preemployment psychological evaluations
  - Psychological test materials, administrations, and expert testimony



- On-site consultation and training.
- On call emergency services and consultations
- 8. GS-8003 Safety Engineering
  - Hydrostatic and flow testing of the Self-Contained Breathing Apparatus (SCBA) as required by OSHA for the respiratory protection plan for approximately 160 SCBA's,
- 9. GS-0601 General Health Science
  - On-call response (24/7) to assess exposure to communicable diseases by department personnel. Also provide counseling and follow-up support.
- 10. GS-1701 General Education Training
  - Training sessions for 4 officers to obtain commercial drivers license for Class A and B Homeland Security Vehicles.
  - Transcription services for EEOC/sexual harassment investigations conducted by the Human Resources Division
  - 24/7 monitoring of security alarms at the Ewa Mills warehouse
  - Recertification of canine handlers
  - Recertification of bomb technicians
  - Training sessions for the driver improvement program for authorized CDL personnel as required by law.
  - Professional maintenance services of the powered industrial lift.
- 11. GS-0644 Medical Technologist
  - Professional medical services for the Hepatitis B vaccination program
  - Laboratory testing of department personnel for possible positive results for communicable disease exposure, HIV 1 and 2 antibodies, Hepatitis B surface, and Hepatitis C antibodies.
  - Blind screening of previously screened urine samples and confirmation using gas chromatography mass spectrometry (GC/MS) techniques

Inquiries regarding these projects should be directed to Captain Roy Sugimoto, Finance Division at (808) 723-3219.

Submittals should be delivered to the Chief of Police, Honolulu Police Department, City and County of Honolulu, 801 South Beretania Street, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT.**

**NOTICE TO ATTORNEYS INTERESTED IN PROVIDING LEGAL SERVICES FOR THE CITY AND COUNTY OF HONOLULU, ITS CORPORATION COUNSEL, DEPARTMENTS AND AGENCIES, AND OFFICERS AND EMPLOYEES**

Under the Hawaii Public Procurement Code, Haw. Rev. Stat. Chapter 103D and the Revised Charter of the City and County of Honolulu, Section 5-204, the Corporation Counsel, City and County of Honolulu, is responsible for securing legal services from private attorneys as needed for City agencies and officials, including City boards and commissions. The Corporation Counsel is authorized to invite licensed private attorneys to submit statements of qualifications and expressions of interest for evaluation by the Corporation Counsel and inclusion on a list of private attorneys qualified to provide legal services as needed by the City.

Whenever circumstances require, the Corporation Counsel will select attorneys from the resulting pre-qualified list to serve as special deputy corporation counsel, special counsel, or legal consultant to City agencies, officers or employees.

In most circumstances, the legal services required will entail representation in civil and criminal actions, primarily in defense of a city agency or official. Following are the areas of law in which the Corporation Counsel anticipates a need to retain qualified private attorneys during the period of July 1, 2010 to

June 30, 2011.

Administrative Law	Government Ethics
Appellate Practice	Health Law
Antitrust	Information and Computer Technology
Bankruptcy/Receiverships	Insurance
Business Law, including Contract Law, Contracts Negotiation, and Corporate Law	Intellectual Property
Civil Rights	Labor
Collections	Law Enforcement
Complex Civil Litigation	Maritime Law
Constitutional Law	Plaintiffs Qui Tam
Condemnation	Probate Law, including Guardianships
Construction Law	Public Benefits Law, including ADA
Criminal Law	Public Financing, including Bond Counsel, Investment Banking, and Financing Leases
Employee Benefits	Public Utilities Law
Employment Law	Real Property, including Financing, Development, Subdivisions, and Land Use
Energy Law	Securities Law, including Class Action
Environmental Law, including Clean Water Act, Clean Air Act, HEPA/NEPA, Regulatory Compliance & Enforcement, Solid Waste Management, Environmental Attributes, and Storm Water Management	Tax
Estates & Trusts	Telecommunications
Federal Legislation	Tort Law, including Products Design, or Construction Liability, and Professional Malpractice
Government Contracts & Procurement, including Federal Procurement	Transportation Law, including Mass Transit, Transit Financing, and Land Use
	Water Law
	Workers' Compensation

Licensed attorneys interested in being retained to provide legal services in these areas are invited to submit a Statement of Qualifications and Expression of Interest to the Corporation Counsel. Attorneys will be considered for contract as the need arises. Attorneys from the same firm wishing to be considered must submit separate statements. Attorneys may list up to but no more than a total of three areas of practice which may include areas not listed above.

Forms are available for download at <http://www.honolulu.gov/cor> or may be requested by telephone (808) 768-5100, or facsimile (808) 768-5104 (Attention: Administrative Deputy).

#### **GENERAL INFORMATION**

The agencies may decide to combine more than one project or phase, if appropriate. For specific projects involving various professional disciplines, consultants must provide all the services required. Qualifications submitted for only parts of the project will be considered non-responsive to this notice.

Each agency will be preparing "list of qualified" consultants for each category of professional service to be utilized throughout the fiscal year. Additional notices for professional services may be given if (1) the response to the initial notice is inadequate; (2) the response to the initial notice does not result in adequate representation of available sources; or (3) previously unanticipated needs for professional services arise. Additional notices are posted on the Division of Purchasing website. The website address is [www.honolulu.gov/pur/purconsultant.htm](http://www.honolulu.gov/pur/purconsultant.htm).

### **SUBMITTAL MATERIALS REQUIREMENT**


All materials submitted which have not been clearly designated as proprietary, shall become the property of the City and subject to public inspection and may be returned only at the City's discretion.

Unless otherwise stated, firms wishing to submit qualifications shall submit three (3) bound copies of the SUBMITTAL MATERIALS listed below.

1. Letter of interest, including identification of the category or categories of professional services that the provider is qualified for and propose to offer to the City;
2. The name of the firm or person, the principle place of business, and location of all of its offices;
3. The age of the firm and its average number of employees over the past five years;
4. The education, training, and qualifications of key members of the firm;
5. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
6. Any conflict of interest in performing services for the City and County of Honolulu;
7. A listing of all projects under contract with the City and County of Honolulu shall also be submitted to address the capability to perform the work within specified time limitations;
8. Past record of performance on contracts with respect to cost control, quality of work, and ability to meet schedules;
9. Type and description of services the firm is interested in providing; and
10. Any promotional materials or descriptive literature which the firm desires to submit.

**DEADLINE.** Unless otherwise stated, submit three (3) copies of the SUBMITTAL MATERIALS packet **no later than 4:30 p.m., on July 30, 2010,** to the appropriate agency directors. **FACSIMILES SHALL NOT BE CONSIDERED.**

**ACCESS OUR INTERNET.** This information is available from the City's web site. The address is [www.honolulu.gov/pur/](http://www.honolulu.gov/pur/).

  
RIX MAURER III  
Director of Budget and Fiscal Services  
City and County of Honolulu PF 7

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